

**DENR ADMINISTRATIVE ORDER
NO. 133**

**SUBJECT: Prescribing a Standard DENR Statistical
Reporting System**

1.0 Rationale

In consonance with the reorganized set-up of the DENR to ensure well coordinated data collection and reporting activities in the central and regional operations and to facilitate delivery of statistical information on time, this standard statistical reporting system is prescribed for the guidance of all concerned.

2.0 Objectives

- 2.1 To generate reliable statistics on environment and natural resources
- 2.2 To facilitate timely delivery of ENR statistical information
- 2.3 To establish and maintain a unified, integrated and organized data base on ENR statistics.

3.0 Scope

The statistical reporting system shall cover all statistical activities of the Department of Environment and Natural Resources.

4.0 Reporting Format

The prescribed forms for statistical reports to be accomplished by the sectoral bureaus/attached agencies and regional offices and all concerned shall be as follows:

4.1 Sectoral Bureaus and Attached Agencies report forms:

Form LMS	—	Lands Management Sector
MGS	—	Mines & Geo-Sciences Sector
FMS	—	Forest Management Sector
EMS	—	Environmental Management Sector
PAWS	—	Protected Areas and Wildlife Sector
ERDS	—	Ecosystem Research and Dev. Sector
NEA	—	National Electrification Adm.
NRDC	—	Natural Resources Development Corporation
NAM	—	National Mapping and Resources Information Authority

4.2 Regional Statistical report forms

LS	–	Lands Management Sector
MS	–	Mines & Geo-Sciences Sector
FS	–	Forest Management Sector
ES	–	Environmental Management Sector
PAS	–	Protected Areas and Wildlife Sector
RS	–	Research and Development Sector

5.0 Report Flow

5.1 Regional Monthly Statistical Report

5.1.1 Data Collection and Processing (CENRO/PENRO LEVEL)

Collection and Processing of statistical information in all sectors concerned shall be undertaken by the CENROs, PENROs and Regional Sectoral Units. The different sectors shall have the following deadlines:

- (A) FMS – The CENROs shall collect and consolidate statistical reports and submit to the PENROs on the 30th day of the month. The PENROs shall review and consolidate the CENROs' statistical reports and submit said consolidated reports to the RTDs on the 5th day of the following month.
 - LMS
 - PAWS

- (B) MGS – The CENROs shall collect and consolidate non-metallic mineral statistical reports and submit to the PENROs on the 20th day following the reference period. The PENROs shall review and consolidate the CENROs reports and submit said consolidated reports to the RTD on the 25th day of the month following the reference period. Collection and monitoring of reports on metallic minerals shall be undertaken by the Mines and Geo-Sciences Bureau.

The prescribed statistical forms shall be used in the processing of sectoral data and information (see DENR forms)

5.1.2 Coordination, Consolidation and Reporting (Regional Level)

Coordination and consolidation of sectoral statistical reports in the regional level shall be the responsibility of the Regional Technical Directors concerned. Submission of the consolidated sectoral statistical reports shall be made directly by the Regional Technical Directors to the Sectoral Bureaus concerned on the 10th day of the following month in the required statistical forms. For the Environment Sector, the regional statistical reports shall be submitted quarterly on or before

the 10th day of the succeeding month. The Mines Sector shall submit the Regional Statistical Reports on the 10th day of the third month after the reference report period.

5.1.3 Compilation and Reporting (Sectoral Level)

Compilation, reporting and coordination of the Regional sectoral statistical reports and other statistical activities shall be the responsibility of the Staff Bureau concerned. The Staff Bureau should not at all change any figures submitted by the regions without having it referred to them. The consolidated sectoral reports on a national level shall be submitted by the Staff Bureaus to the Office of Undersecretary for Planning, Policy and Project Management (PPPM), Attention: Chief, Research and Statistics Division, on the 15th day of the following month.

6.0 Attached Agencies Statistical Reports

The attached agencies shall submit their month/quarterly statistical reports to the Office of the Undersecretary for Planning, Policy and Project Management (PPPM), Attention: Chief, Research and Statistics Division, on the 15th day of the month following the reporting period.

7.0 Provision of Statistical Information to all Regional Offices

The Planning, Policy Studies Office (PPSO) shall serve as the central repository of DENR statistical data. The OSEC, Staff Bureaus and Attached Agencies shall regularly provide the Regional Offices with statistical information and publications and other information of regional programs/projects.

8.0 Effectivity

All provisions of this Order shall take effect immediately upon approval. Failure to comply shall be a ground for disciplinary action.

FULGENCIO S. FACTORAN, JR.
Secretary

Recommended by:

JOSE G. SOLIS
Chairman, Executive Committee
for Statistical Concerns & Coordination

Signed on December 14, 1989